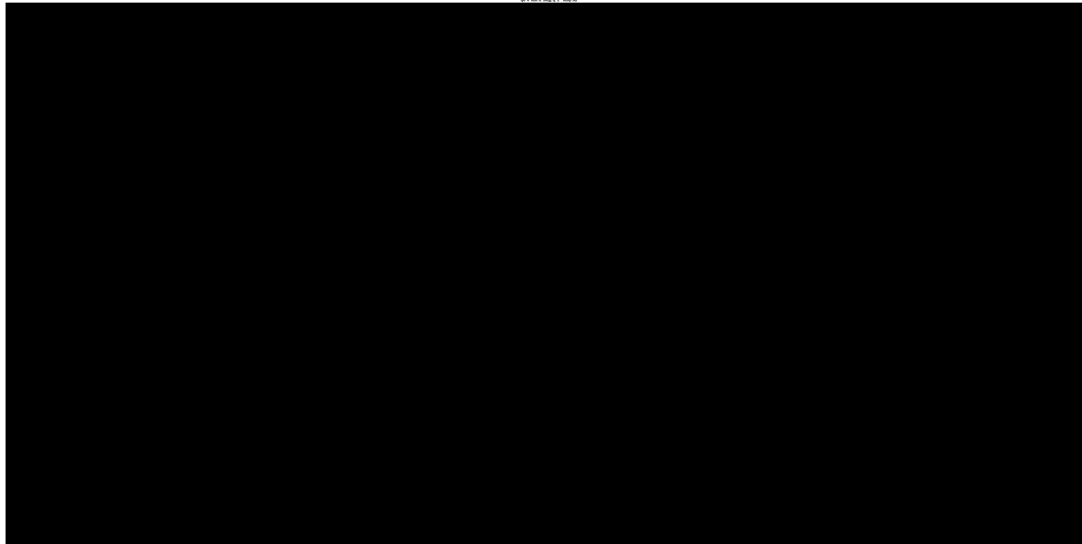


From: Gauthier, Michelle
Sent: Tue, 25 Jan 2022 15:58:09 +0000
To: SLTSecretariat; Beatty, Anna M; Bell, Steve; Bianco, Lisa E; Boucher, Steve; Bryant, Lisa; Danyluk, Peter V; Drummond, Robert A (Ottawa Police); Dunlop, Jamie A; Ferguson, Patricia K; Granger, Isobel; Huneault, Christiane; Maloney, Kevin; O'Toole, Hugh P; Patterson, Mark J; Rheaume, Christopher; Sloly, Peter; Steinbachs, John; Stewart, Vanessa; Dunker, Blair; Burnett, Paul A; Zackrias, David M; Murray, Kathy F
Cc: Kirkland, Dina; Putman, Steven
Subject: SLT Members—Project Templates to support planning phase
Attachments: IM and Data Analytics Business Case 2022.PDF, Document E Member Wellness Business Case - FINAL.pdf, Document A Call Referral Business Case - FINAL.pdf, Document B Indigenous Strategy Business Case - FINAL.pdf, Document C Investigative Change Business Case FINAL.pdf, Project Workbook.xlsx, Project Charter Template_FNL_Jan 2022.docx
Importance: High

Unclassified

Good morning all,

Following up from the last SLT meeting where we discussed building your project teams to support the planning and delivery of the priority projects for 2022. I wanted to provide you with some additional templates to assist your teams in the planning phase of your project. As a recap, the below lists all of the 2022 projects, Sponsor, Leads and PM Supports.



Depending on the scale and complexity of your project, you may need additional tools and templates to organize, monitor & track the phases of project delivery. At this point in time, we don't want to inundate project teams with numerous tools and templates—our focus is to keep it simple, relevant and useful. With that, I am attaching two templates: a Project Charter & a Project Workbook.

In the Project Workbook, there are several worksheets to help with scoping out the work activities to build your schedule, along with a Risk/Issue log to capture and track.

We will require Project Charters and Schedules to be completed prior to the next SLT meeting set for February 15th.

Please submit these documents to Dina on or before Friday, February 11th. Please ensure that the approved Business Cases are leveraged to develop your Charters- much of the detail contained in the BCs should form your context, background, benefits, risks sections within the Project Charter. I am also attaching the Business Cases for your quick reference.

Please reach out if you require any additional information or would like to discuss in greater detail.

Thanks

Michelle
Michelle C Gauthier, PMP
Director, Strategic Projects
Ottawa Police Service
474 Elgin Street
Ottawa, Ontario
[REDACTED]